Collection
Development
Policies

Introduction

Purpose of the policy
This policy communicates information and principles that guide decisions about the selection, deselection and maintenance of materials at Campbell County Public Library.

Responsibility for selection of materials
The Library Board of Trustees is ultimately responsible for materials acquired by the library, but the Library Director actually oversees the materials selection process. The Director in turn delegates day-to-day materials selection to the Collection Services Coordinator who oversees the collection budget and coordinates the activities of the material selectors.

Staff members may be designated selectors for specified collections or formats. They work within assigned budgets and follow the criteria included in the Collection Development Policies. Other library staff and patrons are also encouraged to make recommendations.

Vision and mission statements
The library's vision of service in the community is "Connecting you to big ideas wherever you are!" It is a vision that embraces the library's role as a conduit of educational and recreational services in the community.

As its responsibility, the library provides information and enrichment to the people of Campbell County. The library's mission statement embraces this task: "Campbell County Public Library enhances lifelong learning by providing popular materials, programs, and services to our community."

The principles embodied in the two statements guide the library in its development of materials, whether electronic or physical, for the community to use.

Collection History

The Campbell County Public Library began as a demonstration library in 1976. "Demonstration" libraries were stocked with donated materials from citizens and other established county libraries. Some new items were purchased through a grant provided by the Kentucky Department for Libraries and Archives. The collection of the demonstration library evolved into the core of the library's collection when it became its own taxing district in 1978.

In 1978, the library purchased the Newport Library from the City of Newport. The existing Newport Library collection was a part of that purchase and became the core of the branch collection there.

Since that time, the history of the library's collection includes:

1978 – Began circulation with books for adults and children, books/audio tape sets for children, and large type books.

1980s – Began circulation of audio books for adults and VHS format videos.

1999 – Began circulation of music CDs.

1999 – Began circulation of book discussion kits in a consortium with other regional libraries.
1999 – Began circulation of CD-ROM software and DVDs.

2002 – Began circulation of graphic novels for young adult collection.

2006 – Conducted the first system-wide materials inventory.

May 2006 – Began circulation of Leap Frog Leap Pad readers and books with accompanying software cartridges. (Discontinued this service in 2009.)

November 2006 – Began circulation of eBooks, digital audio books, and downloadable music, and videos (through the Kentucky Libraries Unbound consortium).

May 2007—Began circulation of videogames (Nintendo Wii, Sony PlayStation, and Microsoft X-Box formats).

July 2007 – Library hired its first Collection Development Manager.

September 2007 – Beginning Readers for children were labeled and shelved separately at all three locations.

September 2007 – Graphical materials for children were labeled as comics.

October 2007 – Began designating some donated and withdrawn materials for the South Branch.

January 2009 – Began organized, systematic annual process of deselection for entire collection at all branches.

Spring 2009 – Began formally processing and storing South Branch materials.

July 2009 – Small percentage of the materials budget was allocated for the purchase of music and film for the future South Branch.

August 2009 – Initiated annual branch inventory, with one branch scheduled for inventory each year.

2010 – Heavily weeded print reference collections at all branches due to lack of use - increasing use of electronic resources.

2010 – Heavily weeded all branch computer software collections due to lack of use.

January 2010 – Collection Development Manager became the Collection Services Manager and a part time Collection Services Librarian began assisting in the department.

June 2010 – Completed first system-wide analysis of the library collection by format, branch, age of materials and circulation statistics (to be updated every two years).

June 2011 – Collection Services Manager became the Collection Services Coordinator.

July 2012 - Completed second system-wide analysis of the library collection by format, branch, age of materials and circulation statistics.

December 2012 – Library's primary vendor of juvenile and young adult books, BWI, is acquired by Baker & Taylor; library to use Baker & Taylor as primary vendor for these materials.

April 2013 – Began circulation of digital magazines through the product Zinio.

June 2013 – Position of Children's Collection Services Librarian created and filled.

August 2013 – Library acquires CollectionHQ, a software that allows staff to accurately track circulation among collections; to move items between branches to increase circulation; and to more strategically allocate collection budgets.

October 2013 – Library begins developing an "Advantage" collection of digital materials through Kentucky Libraries Unbound; materials will only be available to Campbell County patrons.

July 2014 – Collection Services begins a process of systematic and strategic selection of new materials using feedback from CollectionHQ and Polaris statistics.

July 2014 – Library produces first internally created eBooks, and adds them to the collection of Kentucky Libraries Unbound, the state digital materials consortium.

September 2014 – Library decommissions the book discussion kit program and begins creating bags of donated books to circulate among the area's "Little Libraries."

January 2015 – Library changes policy on late fees to charge 10 cents per item, with a $3.00 maximum for all items, regardless of material format.

March 2015 – Juvenile Collection Services Librarian position eliminated. Collection Services consists of three full-time positions: Collection Services Coordinator, Collection Services Librarian and Interlibrary Loan Specialist.

January 2016 – Collection Services Assistant position added to help with ordering, processing, and addressing patron holds and requests.

June 2016 – The last remaining audiocassettes and "book plus audiocassette" titles are removed from the system.

August 2016 – Collection Services ceases use of CollectionHQ, and returns to individually created and reviewed weeding lists for the branches.

November 2016 - The library begins offering access to digital graphic novels through ComicsPlus, a service of Recorded Books.

February 2017- A dedicated Spanish language collection is created for the Newport Branch.

July 2017- Collection Services conducts a major weeding project to prepare the saved South Branch material for the new Alexandria Branch.

September 2017 – Collection Services begins selection of new materials for the Alexandria Branch opening day collection.

January 2018 – The Alexandria Branch of the library opened. This small facility had a unique, high demand collection of approximately 7000 physical items.

July 2018 – Overdrive, the library's online digital materials provider, begins offering digital magazines. Magazine titles, however, are chosen by a vote of the consortium.

August 2018 – New Easy Reader labeling and shelving system debuts at branches, with books arranged by topic rather than strictly by author last name.

May 2019 – Collection Services contracts with Better World Books to dispose of outdated materials remaining from the South Branch collection.

August 2019 – Collection Services no longer uses a selection schedule to ensure that nonfiction areas are stocked sufficiently with new materials prior to weeding. The focus changes to purchasing high demand and current interest materials regularly throughout the year.

March 2020 – The pandemic of 2020 and subsequent library closure halts all physical item orders for approximately three months. A portion of the physical materials budget is reallocated to digital materials.

July 2020 – The Library ceases collecting Juvenile Music CDs due to low usage. Any must-have juvenile music releases may be purchased using the Adult Music budget.

General Selection Criteria

The library's holdings are comprised of different collections, broken down by age of the target audience and/or format. In general, the library applies the same standards in selecting all items, including those specifically requested by patrons.

Selection criteria the library uses with regard to all collections include:

- Age (at least 25% of the circulating collection published within the past 5 years)
- Timeliness and/or popularity of a subject or title
- Reputation or qualifications of author, artist, and/or publisher
- Difficulty (the library does not select highly specialized textbooks or test preparation books with excessive technical jargon)
- Purchase price
- Potential circulation
- Relationship to the existing collection and to other titles and authors dealing with the same subject
- Literary merit as expressed by reviewers, and reputation and/or quality of reviewers.
- Suitability of format (obsolescence, duplicative of other formats, storage or technical issues, etc.)
- Suitability of item (product quality, storage or technical issues, etc.)
- Public interest in the topic or subject

Collection Services use a number of resources to inform selection. These include, but are not limited to:

- Print and Online bestseller lists produced by national media outlets.
- Print and Online review sources produced by publishers, vendors or professional organizations
- Individual reviews produced by relevant professionals such as noted authors, syndicated movie critics, professional literary reviewers, and noted experts in a given field of study.

More detailed information on specific resources may be found in the Technical Services Manual.

Collection Specific Selection Criteria

Some concerns are collection specific. Different collections may have different emphases, or additional selection criteria.

Adult Fiction
Public interest is a primary concern in the selection of fiction. The library sets no arbitrary standard of literary quality, but may consider the input of professional review sources from literary and library professionals. Considering that adults vary greatly in education, interests, and reading skills, the library attempts to select items which will engage a wide audience of users.

Adult Non-Fiction
Importance and/or currency of topic and information are key factors when selecting non-fiction. Authority, accuracy and general reputation of the author and/or publisher are also primary criteria. Special consideration may be given to titles with local interest. Where feasible, a variety of viewpoints on a given topic will be represented.

Young Adult Fiction
Material in this area of the collection is selected to appeal to teens of middle school through high school age. The emphasis is on popular titles and authors, but classics and other items which show excellence in content or style are also selected. Assigned reading by area schools is a consideration. Graphic novels are also purchased due to their popularity with this age group.

Young Adult Non-Fiction
Selection should consider the educational and information needs of this age group. Because of the relatively sparse offering of non-fiction materials specific to young adults, selectors routinely use reviewing journals and publishers' catalogs which highlight YA materials. Adult non-fiction materials may also be of interest and appropriate to this age group.

Juvenile Fiction
Selectors choose material in this area to serve the needs and interests of children from infancy to middle school. Selection should keep in mind the changing developmental needs of this age range. Emphases include introduction to basic reading, supporting

student needs, and developing an overall enjoyment of reading. Basic selection criteria apply, paying attention to vocabulary, illustration and age appropriate content.

Juvenile Non-Fiction
Material in this area is selected to serve the needs and interests of children from infancy to middle school. As with fiction, every effort should be made to support the developmental and educational needs of children. This part of the collection encompasses a wide variety of topics and reading levels, but even non-fiction books for very young children should be accurate and authoritative, with emphases on vocabulary, illustration and age-appropriate content.

Periodicals (Magazines and Newspapers)
Both magazines and newspapers are acquired for recreational reading and to provide current information. The library selects its periodicals collection annually in midwinter with subscriptions to run approximately July through June. The library removes low-usage titles and adds new ones as the budget allows. Branch managers select adult magazine titles, while Juvenile and YA Librarians may choose titles for younger patrons.

In addition to print materials, the library subscribes to electronic databases which provide abstracts or full text for a wide variety of magazine and newspaper articles. A collection of downloadable digital magazines is maintained through a service called RBdigital, provided by Recorded Books. The library also offers digital magazines through Overdrive, its online digital materials service. These digital magazines, however, are selected by a vote of the consortium and are not chosen by the Campbell County Public Library on its own.

The library will keep as many issues of a print magazine as can easily be stored. The library's PAC will usually show a six-month retention of back issues though branches may retain some titles for longer periods of time as space permits and use dictates. Print copies of newspapers are kept for seven days.

The availability of back issues for digital magazines varies by publisher.

Reference Collection
Selections include but are not limited to almanacs, directories, encyclopedias, and indexes. Accuracy and currency of information are of particular importance. Some reference titles are on standing order to ensure that the collection is as current as possible. The library also maintains electronic reference sources. The print reference collection is non-circulating.

Databases
The library subscribes to electronic databases to provide patrons with current information on a wide variety of topics. Selection criteria include search functionality, timeliness, access policies, customer service and cost. Statistics are monitored to track patron resources. A list of current databases may be found in the Technical Services Manual.

Local and Kentucky Non-Fiction collection
The library maintains materials on the history of Kentucky, Northern Kentucky, and Campbell County, as well as the Cincinnati metropolitan area. This collection primarily consists of books with materials in other formats added selectively on a case-by-case basis.

Kentucky non-fiction may be housed separately or interfiled with the larger nonfiction collection, an independent decision at each branch. At the Newport Branch, a separate Kentucky Room houses most of the branch's materials.

Kentucky Libraries Unbound (which provides streaming and downloadable audio books, eBooks, and video.) also has a variety of local history materials for patron use.

Local and Kentucky Fiction collection
Fictional works written by Kentuckians or works with a Kentucky setting may be designated as such in the library's catalog. These items are interfiled with the regular fiction collection at each branch.

Large Print Collection
A collection of large print fiction and non-fiction materials are maintained to meet the reading needs of patrons who have difficulty with standard print.

DVD
The library emphasizes popular, classic and award-winning feature films, television productions, children's features, and educational and instructional videos. At this time, the library does not purchase videos described as "for the vision impaired." The library will collect DVDs that preserve the original screen aspect ratio whenever possible.

The library does not normally purchase DVDs with an NC-17 rating. The library may also choose not to purchase unrated DVDs if adequate supporting information about the content is unavailable, or the available information indicates content that would likely carry an NC-17 rating.

The library purchases DVDs for the purpose of providing the primary content to its patrons. The library may choose not to acquire multiple versions of the same title solely

because of changes that do not impact or alter the main content, such as additional "special features" included on the disk, "deleted" scenes, or other incidental material.

Due to an increase in pirated movies delivered through DVD on Amazon, the library will limit purchases of new releases to Midwest and Baker & Taylor whenever possible. The library will not purchase titles before the official release date of the DVD version of any movie.

Music CDs
The library purchases a variety of popular music styles for recreational use, as well as multicultural and traditional American music for educational purposes.

Audio Books
The library collects both fiction and non-fiction audio books on CD. Unabridged versions are preferred whenever possible. Audio books are purchased for children, young adults and adults with an emphasis on popular titles. Classic titles and other standard works are also collected. Audio books are also available in downloadable formats (see Electronic Resource Collection).

The library does not purchase playback or other equipment for loan to the public but only to support programming and other in-house use.

Videogame Collection
The library purchases videogames ranging in suitability from very young to mature audiences. The library presently supports three video gaming platform series:

- Sony PlayStation: The collection includes games for Playstation 4. (While Playstation 2 and 3 games may be available, new titles in these formats are no longer purchased or actively collected.)

- Nintendo Wii: The library collects games for the Wii-U, as available. (Original Wii games are no longer purchased or actively collected.)

- Microsoft Xbox: The library collects games for the Xbox One, as available. (Xbox 360 games are no longer purchased or actively collected.)

Selection depends on the popularity of a given platform and individual games.

Reviews from reputable gaming websites or periodicals may also be considered.

The library collects games rated "E" (Everyone) through "T" (Teen). Games rated

"M" (Mature) and "A" (Adult) are not collected. The library formerly collected some "Mature" rated games, but ceased doing so in May of 2017. Some mature rated games may persist in the system, until removed through attrition.

The library uses the Entertainment Software Rating board (ESRB) as a guideline when selecting videogames. Games rated "Mature 17+" are restricted to adult cardholders. The library does not normally collect games rated "Adults Only" or those labeled with the "Nudity", "Sexual Violence", "Real Gambling" or "Strong Sexual Content" content descriptors. Games not yet released are not normally purchased until a rating and content descriptors have been assigned by the ESRB.

The library does not purchase additional accessories that may be necessary for some games. Games which require extra accessories should not be selected for the circulating collection. (Games with required accessories may be purchased for use in library programs.)

The library purchases videogames for the purpose of providing the primary content to its patrons. The library may choose not to acquire multiple versions of the same title solely because of changes that do not impact or alter the main content, such as additional "special features" included on the disk or other incidental material.

The library does not purchase videogames that require a paid account or one-time use code to play.

Kentucky Libraries Unbound (KLU) Collection
The collection currently includes eBooks, digital audio books, and streaming video in a variety of formats. The particular file formats supported and any usage limitations are determined by the individual publishers and providers of the materials and are beyond the control of the library.

Many items are owned jointly by a consortium of Libraries throughout the state. Consortium owned materials are subject to the policies of the Kentucky Libraries Unbound Consortium, beyond the local control of the library. As such, titles in that collection may differ from what the library might normally choose. The Campbell County Public Library has no unilateral ability to remove items from that collection.

Additionally, the library has its own "Advantage" collection, with privately held titles available exclusively to Campbell County patrons. Materials in this collection should follow the collection development policies established by the Campbell County Public Library.

New Formats and Uncollected Materials

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New formats

New media formats are studied carefully to assess their suitability for library use. Requests for new formats will be directed to the Collection Services Coordinator who will consult with the Director, Technical Services Manager, and Branch Managers. Considerations will include the likelihood of ongoing use and popularity, storage and technical issues, and probable durability of the format.

Uncollected materials

While the library attempts to develop a solid, rounded collection for the use of its patrons, some materials are not purchased due to cost, format, or duplication of nearby collections. Other material may not be purchased when judged to be outside the scope of the library's collections.

- Genealogy - The library does not seek to develop a comprehensive genealogy collection. Works on local families may be added when donated if they meet other selection requirements. How-to books on tracing family trees will be purchased for adults and juveniles.

- Textbooks and Test Guides - Textbooks generally will not be purchased for the collection. The library does collect some popular test preparation books and materials; very esoteric or highly specialized books of this nature will not be purchased due to the limited circulation potential. Textbooks will not be ordered to satisfy the demands of a particular institution, curriculum, or patron.

- Microfilm - The library will not purchase or collect microfilm.

- Government Documents - The library limits acquisition of federal, state, and local government publications to those which are important for general reference or popular reading. The library mainly relies on government websites for government document needs.

  The library will retain documents when required by local government. If the scope of the document is county-wide, it will be held at Cold Spring. If it is more localized, it will be housed at the most appropriate branch. Such material will be retained for three months or as required by the government agency; however, permanent retention is not permitted. Other documents that are supplied by an agency, but not required to be retained, may be placed in the collection at the discretion of the library.

- Self-Published Works - Self-published works vary greatly in the quality of content and production, with little or no information or professional review available to guide selection. Given the potential for misinformation, the library does not normally include self-published non-fiction in its collections. Exceptions would include works of local interest, such as Historical Society publications, or works about prominent local families, events or landmarks.

The library does not generally seek out self-published fiction, but it may be added to the collection due to popular demand or local interest. Fiction titles must be of a production quality suitable for circulation and available from a reputable vendor.

Patron Item Requests

Collection Services will consider any patron request for the acquisition of a particular title for the collection. Collection Services will determine the best method to obtain a requested title (purchase or interlibrary loan). Requests for a specific edition of a work may result in an inability to fill the request.

Items that would not normally be added to the collection because they fail to meet established selection criteria will not be purchased to fulfill patron requests. Collection Services will still attempt to fill the request via Interlibrary Loan, if possible.

Collection Services occasionally receives requests for items unavailable from mainstream vendors and publishers. Such requests will be considered, but the library will not purchase items where Collection Services has concerns about the legitimacy of the item or vendor, or where the vendor cannot meet the needs of the library regarding payment methods and shipping.

Requests are sometimes received for items that only exist in potential, such as movies not yet in production, or books authors have mentioned as a future project. Because it is not feasible to track these requests for months or years for items that may never materialize, Collection Services will normally only consider requests where a product release can be confirmed by materials vendors and an order placed.

When, for any reason, the library is unable to obtain a requested item, Collection Services will notify the requestor.

Donations

Donated materials

The library accepts donated material with the understanding that only items which meet established selection criteria and the library's current needs will be added to the collection. Donations are final and become the property of the Campbell County Public Library. The library reserves the right to dispose of items that are unneeded, worn, or out-of-date in the manner it deems most appropriate.

Each branch may send donated items in good condition and of current interest to be reviewed by Collection Services. Items that are appropriate to the collection will be processed and routed to the branch collection deemed most suitable by Collection Services.

The library normally gives items not selected for the collection to the Friends for sale or disposal. Items that are severely damaged or otherwise unsuitable for sale may be disposed of immediately.

Upon request, a Receipt for Donations will be given to the donor indicating the number and nature of items donated. No value will be assigned to the material by the library.

Except under very unusual circumstances, the library accepts no donations that require treatment different from that given materials acquired via normal procedures.

Gifts and memorials

The library gratefully accepts funds for the purchase of materials. The library will attempt to honor requests to buy materials in a particular subject area or genre. Such decisions will be based upon availability of materials and the needs of the collection. When requested, bookplates will be placed in/on items purchased with donated patron funds, usually in the name of the person a donor wishes to honor.

Except under very unusual circumstances, the library accepts no gifts that require treatment different from that given materials acquired via normal procedures.

Little Libraries

In 2014, the library began compiling collections of donated books for use in what are known as "Little Libraries" in the area. These libraries are free-standing units created and maintained by area citizens. These libraries are solely maintained by these citizens, who will populate these libraries with books that they collect, whether through the library or other sources.

To distribute books collected by the library, each branch has five canvas tote bags in which they put books received as donations. A Little Library owner may check out the bag of books. The materials inside the bag become the property of the Little Library's owner with the library having no expectation of the return of the materials. The empty bag, however, must be returned to the library in seven days.

Little Libraries are a community initiative. The Campbell County Public Library assumes no responsibility for or authority over the program. Library involvement is generally limited to the good-will promotion of the program and the donation of books to the Little Library owners.

Collection Maintenance

Mending

The following minor repairs will be handled onsite at the library's branches:

- Tip in loose pages with glue;
- Tighten or repair spine with glue or staples;
- Apply new jackets, spine labels, and/or barcodes;
- Tape damaged books for temporary repair.

Resurfacing DVDs and CDs

The library owns Azuradisc repair machines to refinish damaged discs in its collections. The library has three machines presently, one at each branch. Assigned staff repair and clean items. (The Alexandria Branch will send its items for resurfacing to the Cold Spring Branch.)

Replacements

Although the library strives to have copies of standard, important, and classic works, replacement of every copy lost to theft or damage is not attempted. Consideration for replacing a lost item should be based in part on the following criteria:

- Patron demand/popularity;
- Importance of the title;
- Duplication at the branch;
- Duplication in the system;
- Currency and publication date.

Core Collection

Collections Services maintains a list of "core" titles and monitors them to insure adequate availability. Items designated as "core collection" will normally be automatically replaced if sufficient quantities are no longer present in the system, and replacement editions are available.

Deselection

Regular deselection, or weeding, of the collection is essential: dated, inaccurate, and damaged items should be removed along with unnecessary duplicate copies. Finding sufficient space for the materials patrons need and want is also a priority, and weeding is often the only way to accomplish this. Additionally, Collection Services works to facilitate the removal of items that have not circulated in the past two years from the collection.

Items that are "weeded" from one branch's collection may be reassigned to another branch's collection as appropriate.

To support regular weeding, the library has established a schedule to review the entire collection each year. Responsibility for the weeding rests with the Branch Managers as informed by Collection Services, but individual tasks may be assigned to other staff. Recommendations of the staff and the public will be considered.

The CREW Method (http://www.tsl.state.tx.us/ld/pubs/crew/crewmethod.pdf) will be the manual used to guide weeding. CREW Guidelines consider age of the publication, number of circulations, and condition. The CREW guidelines suggest different formulas for different areas of the collection. All formulas are subject to review and revision to meet the library's specific needs.

Deselection schedule
A schedule is provided for the annual weeding of all parts of the collection in each building. Branch managers should give attention to each category/Dewey classification as noted below:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
900s	000s 100s	300s	500s	800s Ky Nonfic	400s	Fic	AV	700-769	770-799	600s	200s

The library covers all areas of the collection annually by use of its weeding schedule. In addition, to ensure that the library is meeting the CREW criteria for areas which become outdated more frequently than others, each branch manager may be given a list of important topics under each Dewey classification that deserve special attention.

These topics include items that are used regularly and become dated quickly, e.g., travel and computer books, and materials that present safety concerns for patrons if they are inaccurate (e.g., coverage of medical treatment/diagnosis, home repair).

Disposal of Weeded materials
The disposal of any weeded material is approved by the Board of Trustees during their monthly meeting. Materials that are weeded from the collection will be disposed of in a manner appropriate for each item. Items may be donated to another library or agency, or they may be provided to the Friends of the Campbell County Public Library for sale. Some materials will be discarded which may include recycling.

The library does not offer any withdrawn items directly to patrons.

Acquisitions

Just as regular deselection of the collection is essential, consistent and strategic acquisition of materials is critical to keeping the collection current with up-to-date materials. A regular ongoing influx of new high interest items encourages regular browsing and increased circulation.

Standing orders

Standing order or continuations plans may be used to schedule the acquisition of current and comprehensive selections of popular authors and/or frequently updated titles. More detail can be found in the Technical Services Manual.

Challenges and Removal of Materials

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Intellectual freedom and censorship

The Campbell County Public Library endorses the following American Library Association documents:

- • Library Bill of Rights;
- • Freedom to Read Statement;
- • Intellectual Freedom Statement;
- • Freedom to View.

The principles of Intellectual Freedom shall apply to material selection.

With respect to the use of library materials by children, the decision as to what a minor may or may not read is the responsibility of the parent or guardian. Videos rated R (or higher), audio materials with a parental advisory label, and musical sound recordings with either a parental advisory label or profanity/obscenity are restricted to patrons 18 years and older.

The Campbell County Public Library Board of Trustees holds censorship to be an individual matter and respects a person's right to reject material of which he/she does not approve. However, attempts to censor the freedom of others with regard to the right to read will be resisted by the Board.

Controversial materials statement

Selection will be based on the merits of the material in relation to the library's collection development priorities. An effort will be made to include materials which present various viewpoints on controversial issues. The presence of an item in the collection does not indicate the library's endorsement of its content.

Reconsideration

The library staff uses Collection Development Policies, established procedures, and professional judgment in selecting, classifying, reclassifying, and deselecting items in the collection.

Once an item has been acquired and added to the collection, it will not be removed unless it can be shown to be in violation of the library's policies and selection criteria. Campbell County residents and members of the library staff may request that materials

be reconsidered. Requests may be made for removal or for reclassification (changes in labeling or movement of the material to another section of the library).

Request for reconsideration of material
The library strives to use consistent criteria when selecting and assigning materials to particular areas of the collection. If there is a concern about the library's decisions in regards to an item, the following procedure will be used:

Step	Who does it	What is done
1	Patron/staff	Completes Request for Reconsideration of Materials form and submits it to library staff.
2	Library staff	Routes the Request for Reconsideration of Materials form to the Branch Manager.
3	Branch Manager	Sends the Request for Reconsideration of Materials form and all of the branch's copies of the item to the Collection Services Coordinator.
4	Collection Services Coordinator	Requests that any copies of the item at other branches are pulled from circulation by Patron Services staff and delivered to Collection Services.
5	Collection Services Coordinator	Reviews the request form, determines if it is a request for reclassification or removal, and reviews item for adherence to current policy. **If a reclassification request**, it will be discussed by the Collection Services Coordinator with the Technical Services Manager, and a subject area specialist or other staff as needed. A decision will be sent to the Director for approval and/or discussion. Once approved, Go to 9. **If a removal request**, the CSC will forward the request form, item and any comments to the Director. Go to 6.
6	Library Director	Calls patron to inform him/her of timelines and steps in reconsideration process.

7	Collection Services Coordinator	The CSC informs the Management Team of the Removal Request and sends them each a copy of the request, the title in question, and any comments. Discussions generally take place at the next scheduled Management Team meeting.
8	Management Team	Discusses the material and the patron's concerns. Then (with responsibility for any decision remaining with the Library Director) determines the library's response.
9	Technical Services Manager	Makes agreed upon changes to the material's classification (if any). Returns all copies of item to the collection. If the decision is to remove an item, all copies of the items will be removed from the collection.
10	Collection Services Coordinator	Drafts letter informing patron of the decision, then forwards to Director for approval. Delivers approved letter to patron within four weeks of the decision being made.

The library will not immediately remove an item from the collection merely because it has received media attention claiming that the information presented is false or objectionable. Misrepresentations in an item's content determined by legal action or the publisher's findings will be reviewed by Collection Services. Removal of the item will be discussed with the Branch Managers.

Items with production errors that render them unsuitable for circulation will be removed from the collection by Collection Services with suitable replacements obtained if available. Appropriate refunds from the library's vendors or the publishers of the item may be sought in such circumstances.

Professional Collection

Professional collection materials include materials kept by programmers for use in their programs and professional publications used by staff librarians and management.

Programming materials

These typically include copies of children's or young adult books and other formats to be used during story times or teen programming. Additionally, Children's Services librarians and programmers as well as Adult/Teen Services librarians may all have a use for titles providing ideas for presentations, workshops, games and other activities. These items are cataloged but the item record is not displayed in the Public Access Catalog (PAC). These items are generally housed in the appropriate staff member's office.

Professional publications

These materials are used by library staff to inform their work. Categories include annotated bibliographies, readers' advisory services, and reviewing sources. These are entered in the catalog and displayed in the PAC but are not circulating items. (A patron would need special permission to check them out.) They are kept at the reference desk or another designated place at the owning branch.

Personal reference materials

These items include dictionaries, books on computer technology/software, and other basic resources staff needs to keep on hand for everyday use. Technical Services may facilitate purchasing the materials, but will make the Business Office aware that these items should be charged to the owning branch rather than the materials budget. These items are not considered part of the collection and are not cataloged.

Monitoring Holds

Some items are in very high demand by patrons, particularly new videos and bestselling books. The Holds Purchase Alert is a report provided by Polaris to let the staff know when additional copies of an item should be purchased. Various SQL queries alert Collections staff to overdue, lost, or missing items with holds.

Holds ratios and Holds Purchase Alert

Collection Services runs a weekly Holds Purchase Alert report to determine when the demand for specific titles warrants the purchase of additional copies. This report includes all physical formats – print, film, audio books, music, and videogames. Generally, the library adheres to a predetermined ratio of items to holds. This ratio is used when running the weekly Holds Purchase Alert.

Currently maintained holds ratios are:
- 5:1 for DVDs and digital materials
- 3:1 for print books, audio books, videogames and music CDs

More detail can be found in the Technical Services Manual. The Collection Services Coordinator may choose not to maintain the usual item/holds ratios if this will lead to an excessive number of copies.

Problem holds

Collection Services monitors the list of items that are placed on hold by patrons to find requests that are not being filled in a timely manner. Holds are monitored constantly, with various reports and queries run on a weekly, bi-weekly, monthly and quarterly basis. These reports include any bibliographic records of any item with holds, including all items that are classified as lost, missing, claimed status, or overdue. More detail about specific processes in filling these types of holds can be found in the Technical Services Manual.

Alexandria Branch Collection

Created 15 Nov 2017
Revised 15 Nov 2017
Reviewed 18 Nov 2020

The Alexandria Branch opened in January 2018. The collection began partly from materials collected through donations and withdrawals from the library's existing branches. Due to the limited size of the facility and the corresponding limited size of the collection, the branch employs a much more vigorous deselection cycle.

The circulation of items in the collection is analyzed constantly with any low circulating materials that are not completely necessary (or "core") to such a small collection being reassigned to other branches or deselected as necessary.

Even with such measures, the library recognizes that a large percentage of items circulated from the Alexandria location will be delivered to the branch rather than actively obtained for this specific collection. Collecting materials on the same scale as the other branches enjoy is not possible for such a small facility.

Still, Alexandria will maintain an assortment of material reflecting various genres, age levels, and formats reflected in the collections of the library's facilities. However, being a "limited service" branch with a small facility, the collection will never be as responsive as that of a full service branch.